

*These minutes are not verbatim, but a condensed version of what transpired at the Lakewood Housing Authority (LHA) Board of Commissioners Regular Meeting held on **Tuesday, November 24, 2015, at 6:08 pm**, in the Community Room at the Rev. Albert Clayton Administration Building, 317 Sampson Avenue, Lakewood, NJ.*

MEETING CALLED TO ORDER

Ms. Medina called the meeting to order at 6:08 pm. Ana María García announced that consistent with the Open Public Meetings Law: P.L.1975 c231, which requires that all meetings of public bodies shall be open to the public at all times, a notice of this meeting was provided to the clerk of the Township of Lakewood, the Ocean County Library, the Asbury Park Press, and the Star-Ledger on February 4, 2015, and was posted on the Authority's official designated public bulletin board at the LHA Administration Building.

ROLL CALL

On roll call, attending Commissioners were:

Miriam Medina – *Chairperson*
Eric Sherman – *Vice Chairperson (via telephone)*
Gregory Stafford Smith – *2nd Vice Chairperson (6:28)*
Nechama Heinemann – *Commissioner*
Angela Caldwell – *Commissioner*

Also attending:

Mary Jo Grauso – *Executive Director*
Scott Parsons – *Assistant Executive Director*
Terrence Corrison – *Attorney*

Absent were:

Joseph Weingarten – *Commissioner*
Ray Coles – *Township Liaison*

INTRODUCTION TO THE 2016 STATE AND HUD BUDGETS

Thomas Furlong, the Lakewood Housing Authority Fee Accountant, introduced the proposed 2016 budgets to the Commissioners. After the introduction is passed by the Board, the budget will be sent to the State of New Jersey Department of Community Affairs for its review. He is not expecting any changes to be suggested. Mr. Furlong stated that preparing the budget was slightly complicated due to the closing of the John F. Kennedy Apartments in September and the difficulty in projecting revenue without it. HUD will cut its subsidy because of the decreased rental units, but the LHA will also have fewer expenses, e.g., utility payments, maintenance costs, etc.

HUD funding for Section 8 landlord payments in 2016 will probably mirror the 2015 rate, 100% of full entitlement. Mr. Furlong is expecting Administrative fees, which are based on numbers of units, to be cut 20% as in 2015. For Public Housing the funding has been at approximately 85%. However, the budget is balanced. The reserves for Public Housing are at \$2 million and for Section 8, another million.

An application has been submitted and approved for conversion to the Rental Assistance Demonstration (RAD) program for all LHA projects. It should be closed in 2016, but won't go into effect until 2017. Therefore, this budget does not take into consideration any RAD units. Mr. Furlong commended the Commissioners for moving forward with the RAD because it provides stable funding for the future without concern for potential cuts.

Ms. Grauso asked Mr. Furlong if he could discuss the formation of a Non-Profit with regard to RAD. He explained that HUD does not allow a Housing Authority to administer its own vouchers, in this case, Project-Based vouchers, but does allow a Non-Profit to be formed. The Non-Profit can then hire the Housing Authority to administer the vouchers. Although it sounds strange, this is the way HUD is approving these conversions. In forming the Non-Profit, either an "Identity of Interest" will be formed, which means that it's the Housing Authority Board that will be the Board of the Non-Profit; or a "Non-Identity of Interest" may be formed, which means that some people from the LHA Board could be on the Non-Profit Board, but will not have a controlling interest. Built into the "Non-identity of Interest" will be controls preventing the Non-Profit from terminating the LHA as the management agent for example, but the benefits of both options must be weighed. The "Non-Identity of Interest" is outside of HUD and local public contracts law. Those regulations remain for "Identity of Interest" because the LHA will be the Authority of that Non-Profit. These are some of the considerations in establishing a Non-Profit. The decision does not have to be made immediately. The Non-Profit doesn't have to be formed until the closing, which will take place, ideally, in November 2016.

Ms. Grauso and the Commissioners thanked Mr. Furlong for his informative presentation.

READING OF MINUTES

Minutes of the LHA Regular Board Meeting of October 27, 2015 were reviewed. Motion to approve made by Mr. Sherman, seconded by Mr. Stafford Smith. On roll call approving, Mr. Sherman, Mr. Stafford Smith, Ms. Heinemann, Ms. Caldwell, and Ms. Medina. Minutes were approved.

BILLS AND APPROVAL OF SAME

Bills were reviewed. Motion to approve made by Mr. Stafford Smith, seconded by Ms. Heinemann. On roll call approving, Mr. Sherman, Mr. Stafford Smith, Ms. Heinemann, Ms. Caldwell, and Ms. Medina. Bills were approved.

CORRESPONDENCE

Item 1: Letter from the New Jersey Public Housing Authority Joint Insurance Fund regarding the reporting of liability claims by Public Officials. Ms. Grauso assured the Commissioners that they were covered under the insurance.

REPORTS OF COMMITTEES – None.

EXECUTIVE DIRECTOR'S REPORT

Ms. Grauso referred the Commissioners to her written report, and briefly addressed the following for the Board:

- a. Flooring installation completed at the Currey Building

- b. Maintenance worker terminated due to poor job performance; replacement hired
- c. Maintenance worker returned from disability leave
- d. Good audit received
- e. No on-going projects with Capital Fund
- f. Veteran's Day party held in Lulu Duffy Community Room
- g. Public Hearing held; only one Public Housing resident appeared
- h. Section 8 currently under leased, but on target for average annual lease up
- i. 24 Project-Based Vouchers at Princeton Community Village recertified.

REPORT OF ATTORNEY

Mr. Corrison informed the Board that he would be working on a new procurement policy next month because the Federal Regulation for procurement has changed substantially. Housing Authorities must adopt the new provisions by the end of December 2015. Mr. Corrison has been tasked with revising the model policy used throughout the state of New Jersey. He expects the Resolution to be adopted next month.

In addition, he briefly discussed the steps involved in the formation of a Non-Profit. He recommended a five-member Board, consisting of two LHA Board members, and two non-LHA Board members. The Commissioners agreed. The name of the Non-Profit is being considered.

REPORT OF TOWNSHIP LIAISON – None.

NEW BUSINESS

Resolutions

Resolution 5148 - Resolution Approving the Significant Amendment of the Lakewood Housing Authority Five-Year Plan and Annual Plan for FY 2015.

Ms. Grauso stated that the Amendment is due to the RAD. Motion to approve made by Mr. Sherman, seconded by Ms. Heinemann. On roll call approving, Mr. Sherman, Mr. Stafford Smith, Ms. Heinemann, Ms. Caldwell, and Ms. Medina. Resolution No. 5148 approved.

Resolution 5149 - 2016 Lakewood Housing Authority Budget Resolution, Fiscal Year: from 1-1-2016 to 12-31-2016. Motion to approve made by Mr. Stafford Smith, seconded by Ms. Caldwell. On roll call approving, Mr. Sherman, Mr. Stafford Smith, Ms. Heinemann, Ms. Caldwell, and Ms. Medina. Resolution No. 5149 approved.

Resolution 5150 - Resolution Approving the Authorization of the Public Housing Operating Budget Fiscal Year Beginning January 1, 2016. Motion to approve made by Ms. Heinemann, seconded by Mr. Sherman. On roll call approving, Mr. Sherman, Mr. Stafford Smith, Ms. Heinemann, Ms. Caldwell, and Ms. Medina. Resolution No. 5150 approved.

Resolution 5151 - Resolution Approving the Late Submission of the Lakewood Housing Authority Budget. Motion to approve made by Mr. Sherman, seconded by Ms. Caldwell. On roll call approving, Mr. Sherman, Mr. Stafford Smith, Ms. Heinemann, Ms. Caldwell, and Ms. Medina. Resolution No. 5151 approved.

OLD BUSINESS

Ms. Heinemann stated that she had not been able to attend the October Board Meeting at which a Resolution was passed amending the Administrative Plan. She expressed concern over the changes to the Homeownership Program, specifically, the amount of time allowed for participants to locate a home. Ana Maria Garcia, the LHA Homeownership Coordinator, responded that each home purchase was managed on a case-by-case and flexible basis. The Administrative Plan was amended in order to fairly offer the Homeownership Option to serious buyers on the Waiting List.

After further discussion, Ms. Garcia clarified that HUD does not fund Homeownership Vouchers separately. They are pulled from Housing Choice Vouchers for renters. Ms. Grauso added that those vouchers are then tied up for the 15-year period homebuyers are entitled to for a 30-year mortgage. The LHA is a rental agency and the bulk of its clients are in need of assistance with rent payments.

MEETING OPENED TO HOUSING AUTHORITY RESIDENTS


Mr. Parsons informed the Commissioners that no documentation had been received from Public Housing resident, Jimmy Ortiz, who had stated at last month's Board Meeting that he would write up 30 complaints from residents and submit them to the Board.

COMMENTS FROM COMMISSIONERS – None.

ADJOURNMENT

On motion by Mr. Stafford Smith, seconded by Ms. Caldwell, all present voted to adjourn at approximately 7:11 pm.

I hereby certify that the above is a true copy of the Minutes of the Regular Meeting of the Board of Commissioners of the Housing Authority of the Township of Lakewood, County of Ocean, State of New Jersey, as held on Tuesday, November 24, 2015.



Mary Jo Grauso, Secretary
Executive Director